Supply Point Registration, Verification and Deregistration

Process 31 – Deregistration of Supply Point at the request of Scottish Water

Purpose and scope of Process 31:
Deregistration of Supply Points is the responsibility of Scottish Water. This Process sets out the operational arrangements which apply where Scottish Water identifies a requirement to remove Service Elements or to deregister a Supply Point from the Supply Point Register where no physical disconnection of the Supply Point is required.

Process:

**Step 1**
Where Scottish Water identifies a Supply Point that may require the removal of Service Elements or the Deregistration of a Supply Point, it will carry out investigations into the status of the Supply Point.

**Step 2**
Scottish Water may, by prior arrangement with the Licensed Provider, visit the Non-Household Customer’s Premises to inspect the Supply Point(s). The Licensed Provider may be present at the time of the planned visit.

**Step 3**
Where Scottish Water identifies the requirement to remove Service Elements or deregister the Supply Point(s) it shall, at least 20 Business Days in advance of the notification to the CMA, notify the Licensed Provider that it intends to remove Service Elements or deregister the Supply Point(s). Scottish Water’s notification to the Licensed Provider will include the following:

- the Non-Household Customer’s Supply Point ID;
- Scottish Water’s reasons for the notification;
- details of the nature of the investigation;
- the findings and date of any visit to the premises;
- details of all Supply Points to be Deregistered or Service Elements to be removed;
- the expected date of transactions to the CMA; and
- any relevant supporting information or evidence.

**Step 4**
The Licensed Provider may dispute Scottish Water’s decision, providing the reason for dispute and any additional information, within 20 Business Days from the date of notification referred to in Step 3. If no response is received by Scottish Water within 20 Business Days of the date of said notification, Scottish Water will notify the CMA of the removal of Service Elements or Deregistration of the Supply Point in accordance with the Market Code.

**Step 5**
Where the Licensed Provider disputes Scottish Water’s decision, Scottish Water shall, within 10 Business Days of the date of the dispute by the Licensed Provider, notify the Licensed Provider that:

- the Licensed Provider’s dispute will be upheld; or
- Scottish Water’s decision to remove Service Elements or Deregister the Supply Point will be upheld; or
Further investigation is required in accordance with Step 1 of this process.

Scottish Water or the Licensed Provider shall notify the CMA of the removal of Service Elements or Deregistration of the Supply Point in accordance with the Market Code.
Supply Point Registration, Verification and Deregistration

Process 32 – Deregistration of Supply Point at the request of the Licensed Provider

Purpose and scope of Process 32: -
Deregistration of Supply Points is the responsibility of Scottish Water. This Process sets out the operational arrangements which apply where a Licensed Provider identifies a requirement to remove Service Elements or to deregister a Supply Point from the Supply Point Register where no physical disconnection of the Supply Point is required.

Process:-

Step 1
Where the Licensed Provider identifies a Supply Point that may require the removal of Service Elements or the Deregistration of a Supply Point, it will carry out investigations into the status of the Supply Point.

Step 2
The Licensed Provider makes a request to Scottish Water to remove Service Elements or deregister Supply Point(s) by submitting a Supply Point Deregistration Request Form (Form O) as set out in the Appendix to this Code. The Licensed Provider’s request will detail the following:

- the Non-Household Customer’s Supply Point ID;
- the Licensed Provider’s reasons for the request;
- any supporting information; and
- a declaration by the Licensed Provider regarding the information supplied in the form.

Step 3
Scottish Water may, where it is deemed necessary, make a planned visit to the Non-Household Customer’s Premises by prior arrangement with the Licensed Provider to inspect the Supply Point(s). The Licensed Provider may be present at the time of the planned visit.

Step 4
Scottish Water shall notify the Licensed Provider of findings of the investigation within 20 Business Days of the Licensed Provider’s request.

Step 5
Scottish Water may recover its reasonable cost of any visit from the Licensed Provider in accordance with the Wholesale Charges Scheme.

Step 6
Where Scottish Water’s investigations confirm that Service Elements should be removed or the Supply Point(s) require to be deregistered from the Supply Point Register, Scottish Water or the Licensed Provider shall notify the CMA, in accordance with the Market Code, within 2 Business Days of completion of the investigation.
Form O

Supply Point Deregistration Request Form

For Use by Licensed Providers

Please note that sections 1, 2, 3, 4, 12 and 14 must be completed by Licensed Providers and sections 5 – 11 should be completed where appropriate. Mandatory fields are illustrated by a grey background.

1. **Licensed Provider Details:**

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Licensed Provider:</td>
<td></td>
</tr>
<tr>
<td>Licensed Provider's own Reference:</td>
<td></td>
</tr>
<tr>
<td>Licensed Provider ID:</td>
<td></td>
</tr>
<tr>
<td>Contact name:</td>
<td></td>
</tr>
<tr>
<td>Contact number:</td>
<td></td>
</tr>
<tr>
<td>Contact e-mail:</td>
<td></td>
</tr>
</tbody>
</table>

2. **Premises Details:**
3. Services at the premises to be deregistered:

3.1 Supply Point (SPID) to be deregistered

- Water SPID to be deregistered: __________________________
  Water SPID connection date: __________________________

Please tick here if Water SPID is to be deregistered: ☐

Date deregistration should be effective from: __________________________

---

1. SAA (Scottish Assessors Association) property reference number can be obtained from the Scottish Assessor’s website – www.saa.gov.uk

2. If multiple SPIDs are to be Deregistered in relation to a bulk (landlord) meter, please enter the details of all SPIDs to be Deregistered in section 10.4; this section can be left blank.

Z/3.5-COMPETITION TEAM/Retail Competition and Licensing/CMA/TP/TP Papers for WICS Approval post meeting/From TP 111020/OCCP035-OCCP035 B.1 - Attachment_SW response to BS proposal.doc/Wholesale Services/30_Product and Services/Legal Disconnections/BS TP Process Changes Nov 2011/OCCP035 - SW response to BS proposal 111110.doc/Wholesale Services/30_Product and Services/Legal Disconnections/BS TP Process Changes Nov 2011/OCCP035 - SW response to BS proposal 111110.doc/Wholesale Services/30_Product and Services/Legal Disconnections/BS TP Process Changes Nov 2011/OCCP035 - SW response to BS proposal 111104.doc
Sewerage SPID to be deregistered: ____________________

Sewerage SPID connection date: ____________________

Please tick here if Water SPID is to be deregistered □

Date deregistration should be effective from: ____________________

Please tick here if only Property Drainage is to be removed □

Date Service Elements should be removed from: ____________________

Current SPID status at the CMA (Vacant/Occupied/Long Term Vacant etc.):

________________________________

Is there a discharge of Trade Effluent from the premises to the public sewer?

Yes □

No □

If yes, please provide the Discharge Point ID (DPID): ____________________

3.2 Meter Details

Please provide details of all revenue meters at the SPID to be deregistered:

<table>
<thead>
<tr>
<th>Meter ID</th>
<th>Meter 1</th>
<th>Meter 2</th>
<th>Meter 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical meter size:</td>
<td>__________</td>
<td>__________</td>
<td>__________</td>
</tr>
<tr>
<td>Number of Dials:</td>
<td>__________</td>
<td>__________</td>
<td>__________</td>
</tr>
<tr>
<td>Meter serial number:</td>
<td>__________</td>
<td>__________</td>
<td>__________</td>
</tr>
</tbody>
</table>
4. Reason for the Request:

4.1 Reason for deregistration

Please indicate the reason for the request and complete the relevant section below:

☐ Demolished: property has been demolished and no longer exists. (Please complete section 5)

☐ Domestic (change of use): property is no longer trading as a business and is domestic only. (Please complete section 6)

☐ Duplicate SPID: more than 1 SPID has been identified for the same Supply Point. (Please complete section 7)
OCCP035 B.1 - Attachment_SW response to BS proposal.doc

- No Water Connection: property is not connected to the Public Water Supply System.  
  (Please complete section 8)

- No Sewerage Connection: property is not connected to the Public Sewerage System.  
  (Please complete section 9)

- No Property Drainage: no rainwater from the property drains to the Public Sewerage System.  
  (Please complete section 9.2)

- Bulk (landlord) Meter: services to the property are supplied through a bulk/parent meter/landlord.  
  (Please complete section 10)

- Merged Property: a formerly individual property has merged with a neighbouring property and is supplied through a different SPID.  
  (Please complete section 11)

- Other

If other, please specify:

__________________________________________________________________

4.2 Service request history
Please provide any relevant Scottish Water service request reference numbers in relation to the request;
4.3 Licensed Provider Summary

Please provide a summary of your findings and recommended actions; for example, "property demolished 21 September 2009 – deregister water and drainage SPID".

____________________________________________________________________________

Please complete the relevant section/s below.

5. Demolished:

Please provide the effective date of demolition:

____________________________________________________________________________

Please provide a demolition certificate in support of your request where available.

6. Domestic (change of use):

Please provide the effective date for the change of use:

____________________________________________________________________________

Please provide the Council Tax reference number for the property:

____________________________________________________________________________

Please provide a Council Tax bill covering the period of commencement of Council Tax payments (date of deregistration) in support of your request.

The effective date of demolition should be the date provided on the demolition certificate where available. Where no certificate is available the date of deletion on the SAA property register should be used.
7. Duplicate SPID:

7.1 Duplicate SPID

Where more than one SPID is registered in relation to the same Supply Point, please provide
details of the SPID to be deregistered in section 3 of this form. Details of the SPID to remain in
the market should be entered in the section below. Please include the full details as held on
your records:

Water SPID: __________________________________
Sewerage SPID: __________________________________

SAA property reference number: 4  __________________________________

Company Name: __________________________________
Building Number: __________________________________
Building Name: __________________________________
Address line 1: __________________________________
Address line 2: __________________________________
Address line 3: __________________________________
Town: __________________________________
Postcode: __________________________________
Market Rateable Value of property: 5  __________________________________

4 SAA (Scottish Assessors Association) property reference number can be obtained from the
Scottish Assessor’s website – www.saa.gov.uk
5 Market Rateable Value refers to the value as held in central systems.

Z:/OCCP035 B.1 - Attachment SW response to BS proposal 111110.doc
OCCP035 B.1 - Attachment SW response to BS proposal 111110.doc
OCCP035 B.1 - Attachment SW response to BS proposal 111110.doc
OCCP035 B.1 - Attachment SW response to BS proposal 111110.doc
OCCP035 B.1 - Attachment SW response to BS proposal 111110.doc
OCCP035 B.1 - Attachment SW response to BS proposal 111110.doc
OCCP035 B.1 - Attachment SW response to BS proposal 111110.doc
OCCP035 B.1 - Attachment SW response to BS proposal 111110.doc
OCCP035 B.1 - Attachment SW response to BS proposal 111110.doc
OCCP035 B.1 - Attachment SW response to BS proposal 111110.doc
OCCP035 B.1 - Attachment SW response to BS proposal 111110.doc
OCCP035 B.1 - Attachment SW response to BS proposal 111110.doc
OCCP035 B.1 - Attachment SW response to BS proposal 111110.doc
OCCP035 B.1 - Attachment SW response to BS proposal 111110.doc
OCCP035 B.1 - Attachment SW response to BS proposal 111110.doc
OCCP035 B.1 - Attachment SW response to BS proposal 111110.doc
OCCP035 B.1 - Attachment SW response to BS proposal 111110.doc
OCCP035 B.1 - Attachment SW response to BS proposal 111110.doc
OCCP035 B.1 - Attachment SW response to BS proposal 111110.doc
OCCP035 B.1 - Attachment SW response to BS proposal 111110.doc
OCCP035 B.1 - Attachment SW response to BS proposal 111110.doc
OCCP035 B.1 - Attachment SW response to BS proposal 111110.doc
OCCP035 B.1 - Attachment SW response to BS proposal 111110.doc
OCCP035 B.1 - Attachment SW response to BS proposal 111110.doc
OCCP035 B.1 - Attachment SW response to BS proposal 111110.doc
OCCP035 B.1 - Attachment SW response to BS proposal 111110.doc
OCCP035 B.1 - Attachment SW response to BS proposal 111110.doc
OCCP035 B.1 - Attachment SW response to BS proposal 111110.doc
OCCP035 B.1 - Attachment SW response to BS proposal 111110.doc
OCCP035 B.1 - Attachment SW response to BS proposal 111110.doc
OCCP035 B.1 - Attachment SW response to BS proposal.doc

SAA Rateable Value of property:

Is the Supply Point to be deregistered a duplicate Supply Point registered through the Gap Site process?

Yes ☐
No ☐

If yes, please complete section 7.2

7.2 Duplicate SPID registered through the Gap Site process

Please complete this section only where the duplicate Supply Point was created through the Gap Site process.

Did you request the registration of the Supply Point through the Gap Site process?

Yes ☐
No ☐

Please provide the details of all data transactions submitted to the CMA in relation to the Supply Point to be deregistered:

---

6 SAA Rateable Value refers to the latest value held against the property on the SAA register.
Sewerage SPID

T003.0 submitted ☐
Date submitted: __________________________

Water SPID

T003.0 submitted ☐
Date submitted: __________________________

T005.1 submitted ☐
Date submitted: __________________________

Please provide the details of any other data transactions submitted to the CMA in relation to the Supply Point to be deregistered:

<table>
<thead>
<tr>
<th>SPID</th>
<th>Data Transaction reference</th>
<th>Date submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

8. **No Water Connection:**

Please indicate why the property is not connected to the Public Water Supply System:
9. **No Sewerage Connection**:

9.1 **Sewerage**

Please indicate where Sewerage from the property drains to:

- No Sewerage facilities at the premises
- Septic Tank
- Septic Tank and Soakaway
- On-site Treatment Facility
- Other

If other, please specify:

__________________________

If the Sewerage SPID is also to be deregistered please complete section 9.

**9.1.A – Scottish Water Response to Sewerage connection**
This section will be completed by Scottish Water following the Sewerage connection investigation and ensures the requisite information is passed to the Licensed Provider.

<table>
<thead>
<tr>
<th>Findings of inspection</th>
<th>Response</th>
<th>Mandatory / Optional</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Non-Household Customer’s Supply Point ID(s)</td>
<td></td>
<td>Mandatory</td>
</tr>
<tr>
<td>SAA reference</td>
<td>Optional</td>
<td></td>
</tr>
<tr>
<td>Address visited</td>
<td>Mandatory</td>
<td></td>
</tr>
<tr>
<td>Visit / Desk assessment</td>
<td>Mandatory</td>
<td></td>
</tr>
<tr>
<td>Date of visit dd/mm/yy)</td>
<td>Mandatory</td>
<td></td>
</tr>
<tr>
<td>Analysis undertaken to determine conclusion</td>
<td>Eg dye test, GIS analysis, etc</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Do foul sewerage charges apply? (Yes/No)</td>
<td>Mandatory</td>
<td></td>
</tr>
<tr>
<td>Do property drainage charges apply? (Yes/No)</td>
<td>Mandatory</td>
<td></td>
</tr>
<tr>
<td>Do foul roads drainage charges apply? (Yes/No)</td>
<td>Mandatory</td>
<td></td>
</tr>
<tr>
<td>Which sewerage charges apply? (list)</td>
<td>Mandatory</td>
<td></td>
</tr>
<tr>
<td>Change to market data (Yes/No)</td>
<td>Mandatory</td>
<td></td>
</tr>
<tr>
<td>If yes to above, expected date of transaction, dd/mm/yy)</td>
<td>Optional</td>
<td></td>
</tr>
</tbody>
</table>
### 9.2 Property Drainage

**Does any rainwater drain from the property to the Public Sewerage System?**

- Yes [ ]
- No [ ]

Please indicate where rainwater from the premises drains to:

- Soakaway [ ]
- On-site Treatment Facility [ ]
- Watercourse [ ]
- Other [ ]

If other, please specify:

______________________________________________________________________________

For septic tanks, please provide evidence of the septic tank on site in support of the request, such as the septic tank registration number and/or registration certificate, a recent septic tank emptying invoice or Scottish Water reference number.

---

### 9.2.A – Scottish Water Response to Property Drainage Investigation
This section will be completed by Scottish Water following the Property Drainage investigation and ensures the requisite information is passed to the Licensed Provider.

<table>
<thead>
<tr>
<th>Findings of inspection</th>
<th>Response</th>
<th>Mandatory / Optional</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Non-Household Customer’s Supply Point ID(s)</td>
<td></td>
<td>Mandatory</td>
</tr>
<tr>
<td>SAA reference</td>
<td></td>
<td>Optional</td>
</tr>
<tr>
<td>Address visited</td>
<td></td>
<td>Mandatory</td>
</tr>
<tr>
<td>Visit / Desk assessment</td>
<td></td>
<td>Mandatory</td>
</tr>
<tr>
<td>Date of visit dd/mm/yy)</td>
<td></td>
<td>Mandatory</td>
</tr>
<tr>
<td>Analysis undertaken to determine conclusion</td>
<td></td>
<td>Mandatory</td>
</tr>
<tr>
<td>Do Property Drainage charges apply? (Yes/No)</td>
<td></td>
<td>Mandatory</td>
</tr>
<tr>
<td>Change to market data (Yes/No)</td>
<td></td>
<td>Mandatory</td>
</tr>
<tr>
<td>If yes to above, expected date of transaction, dd/mm/yy)</td>
<td></td>
<td>Optional</td>
</tr>
<tr>
<td>Charge to Licensed Provider for visit</td>
<td></td>
<td>Mandatory</td>
</tr>
<tr>
<td>Other supporting information inc reason for visit</td>
<td></td>
<td>Optional</td>
</tr>
</tbody>
</table>

10. Bulk (Landlord) Meter:
Please provide details of the parent/landlord premises through which services to the SPID to be deregistered are charged.

10.1 Bulk Meter SPID Details

Water SPID: ____________________________
Sewerage SPID: ____________________________

Current SPID status at the CMA (Vacant/Occupied/Long Term Vacant etc.):

________________________________________

10.2 Bulk Meter Address Details

SAA property reference number: ____________________________
Company Name: __________________________________________
Building Number: __________________________________________
Building Name: __________________________________________
Address line 1: __________________________________________
Address line 2: __________________________________________
Address line 3: __________________________________________
Town: __________________________________________
Postcode: __________________________________________
Market Rateable Value of property: ____________________________

---

7 SAA (Scottish Assessors Association) property reference number can be obtained from the Scottish Assessor's website – www.saa.gov.uk
8 Market Rateable Value refers to the value as held in central systems.

Z:3.5-COMPETITION TEAM/Retail Competition and Licensing/CMA/TP/TP Papers for WICS Approval post meeting/from TP 111020/OCCP035-OCCP035 B.1 - Attachment_SW response to BS proposal.doc/Wholesale Services/30 Product and Services/Logical Disconnections/BS TP Process Changes Nov 2011/OCCP035 - SW response to BS proposal.doc 111110.doc/OCCP035 - SW response to BS proposal 111110.doc/OCCP035 - SW response to BS proposal 111110.doc/OCCP035 - SW response to BS proposal 111104.doc
10.3 Bulk Meter Details

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Meter ID:</td>
<td></td>
</tr>
<tr>
<td>Physical meter size:</td>
<td></td>
</tr>
<tr>
<td>Number of Dials:</td>
<td></td>
</tr>
<tr>
<td>Meter serial number:</td>
<td></td>
</tr>
</tbody>
</table>

10.4 Addresses Supplied through the Bulk Meter

Please provide address details for all other units/tenant addresses supplied through the bulk meter. Please provide details on a separate sheet if necessary.

Water SPIDs (if applicable):

Please tick here if Water SPID is to be deregistered

☐ ☐ ☐ ☐

Date deregistration should be effective from:

Sewerage SPIDs:

Please tick here if Sewerage SPID is to be deregistered

☐ ☐ ☐ ☐

Date deregistration should be effective from:

---

SAA Rateable Value refers to the latest value held against the property on the SAA register

9 SAA Rateable Value refers to the latest value held against the property on the SAA register
### Date Service Elements should be removed from:

| SAA property reference number: \(^{10}\) | ___________ | ___________ | ___________ |
| Company Name: | ___________ | ___________ | ___________ |
| Unit Number: | ___________ | ___________ | ___________ |
| Building Number: | ___________ | ___________ | ___________ |
| Building Name: | ___________ | ___________ | ___________ |
| Address line 1: | ___________ | ___________ | ___________ |
| Address line 2: | ___________ | ___________ | ___________ |
| Address line 3: | ___________ | ___________ | ___________ |
| Town: | ___________ | ___________ | ___________ |
| Postcode: | ___________ | ___________ | ___________ |

### Market Rateable Value of property: \(^{11}\)

| ___________ | ___________ | ___________ |

### SAA Rateable Value of property: \(^{12}\)

| ___________ | ___________ | ___________ |

### Current SPID status at the CMA

( Vacant/Occupied/Long Term Vacant etc.):  ___________  ___________  ___________

---

\(^{10}\) SAA (Scottish Assessors Association) property reference number can be obtained from the Scottish Assessor’s website – www.saa.gov.uk

\(^{11}\) Market Rateable Value refers to the value as held in central systems.

\(^{12}\) SAA Rateable Value refers to the latest value held against the property on the SAA register.
11. Merged Property:

11.1 Current (merged) premises details

Please provide the current details for the property into which the previous property has merged.

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water SPID</td>
<td></td>
</tr>
<tr>
<td>Sewerage SPID</td>
<td></td>
</tr>
<tr>
<td>SAA property reference number</td>
<td>13 ________________</td>
</tr>
<tr>
<td>Company Name</td>
<td></td>
</tr>
<tr>
<td>Building Number</td>
<td></td>
</tr>
<tr>
<td>Building Name</td>
<td></td>
</tr>
<tr>
<td>Address line 1</td>
<td></td>
</tr>
<tr>
<td>Address line 2</td>
<td></td>
</tr>
<tr>
<td>Address line 3</td>
<td></td>
</tr>
<tr>
<td>Town</td>
<td></td>
</tr>
<tr>
<td>Postcode</td>
<td></td>
</tr>
<tr>
<td>Market Rateable Value of property</td>
<td>14 __________________________</td>
</tr>
<tr>
<td>SAA Rateable Value of property</td>
<td>15 ______________________________</td>
</tr>
</tbody>
</table>

13 SAA (Scottish Assessors Association) property reference number can be obtained from the Scottish Assessor’s website – www.saa.gov.uk
14 Market Rateable Value refers to the value as held in central systems.
15 SAA Rateable Value refers to the latest value held against the property on the SAA register.
Physical meter size: ____________________________
Number of Dials: ______________________________
Meter serial number: __________________________

Please provide the date on which the property merged: __________________

Current SPID status at the CMA (Vacant/Occupied/Long Term Vacant etc.):
_______________________________________________

Does the merged property only have one connection to the Public Water Supply System:

☐ Yes
☐ No
☐ Unknown

If no, please provide a description of the current connection status. Please include all relevant SPID, address and meter details and any previous Scottish Water service request references in support of your application:

____________________________________________________________________________
____________________________________________________________________________
11.2 Previous (unmerged) premises details

Please provide the details of the property/properties which are now merged into the current property (as set out in section 11.1 above) and require to be deregistered. Please provide details on a separate sheet if necessary.

<table>
<thead>
<tr>
<th>Property 1</th>
<th>Property 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water SPID to be deregistered:</td>
<td></td>
</tr>
<tr>
<td>Effective date of deregistration:</td>
<td></td>
</tr>
<tr>
<td>Sewerage SPID to be deregistered:</td>
<td></td>
</tr>
<tr>
<td>Effective date of deregistration:</td>
<td></td>
</tr>
</tbody>
</table>

SAA property reference number:

- Company Name: __________________________
- Building Number: _______________________
- Building Name: _________________________
- Address line 1: _________________________
- Address line 2: _________________________
- Address line 3: _________________________
- Town: _________________________________
- Postcode: _____________________________
- Market Rateable Value of property:

SAA (Scottish Assessors Association) property reference number can be obtained from the Scottish Assessor's website – www.saa.gov.uk

Market Rateable Value refers to the value as held in central systems.

---

16 SAA (Scottish Assessors Association) property reference number can be obtained from the Scottish Assessor’s website – www.saa.gov.uk
17 Market Rateable Value refers to the value as held in central systems.
## 12. Consent to contact the Non-Household Customer:

Scottish Water may wish to contact the Non-Household Customer to arrange a visit to the premises. Please indicate whether you give consent for Scottish Water to contact the Non-Household Customer directly to arrange a visit to the premises?

Yes: ☐
No: ☐

## 13. Additional Information:

Please provide any additional information relevant to the request where appropriate. If supporting information is provided separately please indicate here:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

---

18 SAA Rateable Value refers to the latest value held against the property on the SAA register.
14. Declaration on behalf of the Licensed Provider:

We hereby acknowledge we have undertaken investigations to confirm the status of Water Services and/or Sewerage Services at this site and that following these investigations we believe this Supply Point should be deregistered for the reason stated above. The information provided in this form is correct to the best of our knowledge and up to date at the date of submission.

Name: _______________________________
Job Title: _______________________________
Signature: _______________________________
Date: _________________________________